



Dear Speaker:

Please review the following memo for **important logistical information** regarding the US EPA Science Forum 2004: Healthy Communities and Ecosystems, to be held June 1-3, 2004, in Washington, D.C.

PRESENTATION REQUIREMENTS

Please check with your Session Coordinator regarding the specific time allotment for your presentation. It is very important that all presenters keep within their time limit so that the program will remain on schedule. This is especially important due to the number of concurrent sessions in the program.

Please complete the **Speaker Form** at the end of this letter and indicate your audio-visual needs. Please fax the completed form to SAIC at 703-318-4755 by **Friday, April 30, 2004**. SAIC is the contractor that is providing logistical support to EPA for this event. SAIC will provide one LCD (data) projector and one computer with Microsoft PowerPoint 2000 in each session room. SAIC will provide an overhead projector or 35-mm projector only if requested (please indicate your needs on the *Speaker Form*). The computer will **not** contain presentation software other than Microsoft PowerPoint 2000.

If you plan on using the LCD projector, you will be asked to use the computer that we provide in order to allow smooth transitions between presentations. Please submit an electronic copy of your presentation to SAIC by **Thursday, May 27, 2004**. Presentations may be submitted by email to tcs-events@saic.com. If your presentation file is too large to email, you may mail a copy on CD-ROM to the address provided below or call Alina Martin, SAIC, at 703-318-4678 to inquire about sending it via our FTP site.

Alina Martin
SAIC
11251 Roger Bacon Drive
Reston, VA 20190
(703) 318-4678

Please plan to bring a backup copy of your presentation on CD-ROM to the Forum. Please be sure to use a CD-Readable (CD-R), rather than a CD-Rewritable (CD-RW).

Presentations received by the due date will be pre-loaded onto the computer in your session room. Please check-in early to ensure that your presentation is properly loaded. It is highly recommended that all PowerPoint presentations be tested out in advance of your presentation time.

You will be presenting to a large audience, therefore we recommend the following slide format: landscape orientation, a sans serif font such as Helvetica or Arial with a point size ranging between 48-72, and contrasting color lettering.

BIOGRAPHICAL INFORMATION

Please provide a short bio-sketch (2-3 sentences) to be used by the session moderator when introducing your presentation. The bio-sketch should be written in third person format so that you are referenced as Dr., Mr., or Ms. The bio-sketch should be no more than 30 seconds long when read aloud. Please e-mail an electronic copy of your bio-sketch to Alina Martin, SAIC, at tcs-events@saic.com by **Friday, May 14, 2004**.

REGISTRATION

All speakers are required to register to attend the EPA Science Forum 2004. If you have not already registered, please visit the Science Forum 2004 website at www.epa.gov/ord/scienceforum and click on the Registration link.

The pre-registration deadline is Friday, May 21, 2004. Speakers who are pre-registered will be able to pick up their name badge and materials at the registration booths onsite. Speakers who are not pre-registered will be required to fill out a walk-in registration form when they arrive at the Forum.

HOTEL RESERVATIONS

If you have not already booked your hotel reservations, please call the Mandarin Oriental Hotel by May 10, 2004. After the cutoff date, rooms may no longer be available.

Mandarin Oriental, Washington D.C.
1330 Maryland Avenue, SW
Washington, DC 20024
Phone: (202) 554-8588
Website: www.mandarinoriental.com

A block of rooms has been reserved at the Mandarin Oriental, Washington, D.C. Reservations can be made online through the Mandarin Oriental's website at <http://www.mandarinoriental.com>. Please be sure to enter "**EPA**" in the "Corporate/ Promotion Code" field to ensure that you receive the conference rate.

Forum Rate: \$150.00 plus 14.5% tax per night

There is a limited sleeping room block reserved at the hotel for this event. Please secure your hotel accommodations as early as possible. Reservations will be accepted on a space and rate available basis. Reservations must be made by **May 10, 2004**. After that date, the government rate may no longer be available and you will be quoted a rate starting at \$349.00 per night.

(Note: See attachment below)



Speaker Confirmation Form – Due April 30, 2004

Return this form via email or fax to:

Alina Martin

Science Applications International Corporation

Fax: 703-318-4755

Email: tcs-events@saic.com

This confirms my participation in the US EPA Science Forum 2004, to be held June 1-3, 2004, in Washington, DC.

Salutation (Dr., Mr., Ms.):

Name:

Job Title/Position:

Organization/Agency:

Phone:

E-mail:

Presentation Title:

Theme: ☐ Science and Innovation to Protect Health and Environment (ORD)
☐ Delivering Science-Based Information to Decision Makers (OEI)
☐ Using Science to Make a Difference (Regions)

Audio-Visual Requirements:

☐ Laptop Computer and Data Projector (LCD projector)
☐ No audiovisual equipment
☐ Other: _____

(Note: If you are using the LCD projector, you will be asked to use the computer that we provide in order to allow smooth transitions between presentations.)